

# SHREWSBURY PUBLIC LIBRARY POLICY MANUAL

## DISPLAY, EXHIBIT AND BULLETIN BOARD POLICY

As part of its mission to support independent learning and encourage life-long learning, the Shrewsbury Public Library provides display, exhibit and bulletin board space for community organizations and individuals for presenting topics of educational, cultural, social and recreational interest.

Exhibits, displays and postings will not be accepted on political or commercial topics, or when intended primarily as advertising to promote financial gain of an individual or profit-making organization are not allowed.

The Exhibit, display and posting space is available to the public on an equitable basis, provided they do not conflict with regular library services and programs. Library created Exhibits, displays and postings will take priority over public displays.

There is no charge for the use of the library's display and exhibit facility. Permission to use such space does not in any way constitute or imply endorsement of the beliefs, policies or programs of the exhibitor by any library official, staff or the Board of Trustees.

### BULLETIN BOARDS

Specific bulletin boards are designated for public postings. Certain boards are reserved for library postings only.

The following guidelines apply for use of the bulletin boards.

1. Notices for commercial or business purposes will not be displayed.
2. All displays in the Children's Department are under the jurisdiction of the Children's Librarian. Although boards will be used primarily for library displays, community and school groups may arrange exhibits appropriate to the Children's Room, with direction from the Children's Librarian.
3. The Head of Circulation must approve all requests for postings and/or distribution of notices. Items posted on any of the bulletin boards cited above will be dated and initialed.
4. Library staff will discard notices and signs that are posted without prior approval.
5. Display of notices or flyers at the circulation desks is strongly discouraged, but is available in special cases through prior permission from the Board of Library Trustees.
6. Due to limited space, the library reserves the right to limit the time available for display and the number of publications supplied by any one person or group.

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Posters over 8\_ by 11 inches will be discouraged and posted only if room is available.

7. Notices and materials displayed longer than one month are subject to removal.
8. Obsolete notices will be removed and discarded by library staff.
9. The library subscribes to the equitable use of its bulletin boards and distribution centers regardless of the beliefs or affiliations of the individuals or groups requesting use.
10. Posting or distribution of notices within the library does not constitute an endorsement of an organization's policies or beliefs.

### CASE DISPLAYS

The library offers 2 display cases for the public. One is a large multi-shelf, glass lighted case, and the second is a small glass table case.

The following guidelines apply for use of the display cases.

1. The request for use of display case must be made on the Display Case Request Form
2. The exhibitor assumes the risk of loss or damage to the materials exhibited. Although the display cases are locked, prevention of theft or damage cannot be assured, and no insurance coverage is provided on display materials.
3. The exhibitor agrees to set up and breakdown the display promptly, and upon the date agreed upon with the Display Case Manager (The display period is normally one month, coinciding as closely as possible to the beginning and ending of the month.
4. The maximum length of a display period is four weeks
5. Displays must be contained within the cases. The display of related items, signs or flyers outside of the case must be approved by the Library Director.
6. The exhibitor name must be presented prominently within the display
7. No commercial advertisement or sale of items can be included in the display. No prices may appear on any signs or items in the display. Exhibit materials sold during the display period may not be removed before the end of the exhibit.

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## FREE STANDING DISPLAYS

The Board of Library Trustees will consider requests for free-standing displays for community organizations and individuals on topics of educational, cultural, social and recreational interest.

Free standing displays will not be accepted on political or commercial topics or those intended primarily as advertising to promote financial gain of an individual or profit-making organization.

The Exhibitor must submit a written request, which will be considered at a regularly scheduled Board of Library Trustee Meeting. Such requests should be submitted at least two months in advance of the request display date. (Please note, the Board does not meet during the summer months, so requests for fall displays must be submitted early in June.)

The exhibitor must adhere to the following guidelines:

1. The written request must be accompanied by materials providing information on the nature of the display, providing pictures and extensive description of the proposed display, including dimensions, construction components, display components, etc.
2. The exhibitor agrees to set up and breakdown the display promptly, and upon the date agreed upon with the Display Case Manager (The display period is normally one month, coinciding as closely as possible to the beginning and ending of the month.
3. The display must be limited to the confines of the space approved by the Board
4. The exhibitor is responsible for maintaining the display, repairing any damage, replacing any missing parts, etc. in a timely manner.
5. The exhibitor assumes the risk of loss or damage to the materials exhibited. Prevention of theft or damage cannot be assured, and no insurance coverage is provided on display materials.
6. The maximum length of a display period is four weeks
7. The exhibitor name must be presented prominently within the display
8. No commercial advertisement or sale of items can be included in the display. No prices may appear on any signs or items in the display. Exhibit materials sold during the display period may not be removed before the end of the exhibit.